

SEARCH PROFILE:

ASSOCIATE PROVOST FOR FACULTY
AFFAIRS AND DEVELOPMENT



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

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CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

California State University, San Bernardino invites nominations and applications for the position of Associate Provost for Faculty Affairs and Development (APFA/Associate Provost). The Associate Provost will join an engaged team in the Division of Academic Affairs to provide leadership for faculty development and personnel administration in Academic Affairs.

THE UNIVERSITY

California State University, San Bernardino (CSUSB) – a preeminent center of intellectual and cultural activity in the Inland Empire region of Southern California – is part of the California State University system (CSU), the largest system of higher education in the country.

Operating from two campuses (San Bernardino and Palm Desert), California State University, San Bernardino has grown from its founding in 1965 as a state college with an inaugural class of 293 students to a major metropolitan, R2 Research University with approximately 19,000 active students and 120,000 alumni. Approximately 2,400 employees are dedicated to helping students succeed. The faculty-to-student ratio is 1:23.

A designated Minority and Hispanic-Serving Institution, CSUSB graduates approximately 5,000 students annually. The university offers more than 70 traditional baccalaureate and master's degree programs, education credential and certificate programs, and a doctorate program in educational leadership within five academic colleges: the College of Arts and Letters, Jack H. Brown College of Business and Public Administration, James R. Watson & Judy Rodriguez Watson College of Education, College of Natural Sciences, and the College of Social and Behavioral Sciences.

ACCOLADES

CSUSB's commitment to diversity, access, value, and excellence are reflected in numerous national and international recognitions, awards, and rankings at all levels of the University. It is regularly listed among the best colleges and universities in the western United States, according to *The Princeton Review*, *Forbes*, and *U.S. News & World Report* in their respective annual rankings.

It is also part of the President's Higher Education Community Service Honor Roll, With Distinction – the highest federal recognition a college or university can receive for its commitment to service-learning and civic engagement.

CSUSB was listed at Number 5 in the nation for social mobility (Education Reform Now, 2023). According to the Collegiate Learning Assessment, a CSUSB education ranks in the top four percent in the nation for 'value-added,' based on the organization's measurements for student learning in the freshman and then in the senior year.

For a comprehensive list of awards and rankings, please visit the [Rankings](#) web page.

THE UNIVERSITY (CONT.)

ACCREDITATIONS

Accredited by the Western Association of State Schools and Colleges/Senior College and University Commission, the university recently (2022) earned reaffirmation of accreditation for 10 years. The teaching credential programs are approved by the California State Board of Education, California Commission on Teacher Credentialing, and the National Council for Accreditation of Teacher Education.

CSUSB has developed highly respected programs in business, computer science and engineering, geographic information, visual arts, creative writing, psychology, health sciences, criminal justice, social work, public administration, accounting, and finance. Every one of its academic programs that is eligible has earned specialized approval or accreditation. Please see the [Accreditations](#) web page for a full listing.

FACILITIES AND CONSERVATION EFFORTS

Under the leadership of President Morales, the campus has been in a period of growth that began in 2016. At that time CSUSB underwent a physical master planning effort that resulted in the board approved [San Bernardino Campus Master Plan](#) and a separate board approved [Palm Desert Campus Master Plan](#). The 2016 Master plans serve as the roadmap to guide the growth of the university to support 25,000 FTE students in San Bernardino and 8,000 FTE students in the Coachella Valley in a collaborative, engaging, and comprehensive setting.

Recent development of the San Bernardino campus includes the Coyote Village that opened in 2018 and features a 400-bed residential community with a designated wing for the University Honors Program as well as two apartments for faculty-in-residence. The Center for Global Innovation was opened in 2019 and is a 71,000 square foot building at the heart of campus that is home

to the College of Extended and Global Education and provides services to all international students and scholars, English language learners, study abroad programs, Open University students, and students in Extension and Special Session programs. Recently, the campus expanded the Santos Manuel Student Union, a \$90 million project that opened its doors in January 2022, providing student engagement spaces as well as a multi-purpose conference center. More recently, the campus began construction of a Performing Arts Building, which will provide a 500-seat state-of-the-art Performing Arts Theater.

Growth at the Palm Desert campus (PDC) has focused on adding additional programs including Hospitality Management, Entrepreneurship, Cybersecurity, Kinesiology, and undergraduate and graduate programs in Social Work. In 2021 the campus celebrated a collaboration between the Coachella Valley Economic Partnership, the City of Palm Desert, and the Palm Desert campus in opening the iHUB, a business incubator designed to attract technology-based entrepreneurial start-up business to the region. The campus has been allocated \$79 million by the California legislature to build the first phase of a new student services building, to include an expansion of the library and study space for students at the PDC.

CSUSB was listed among the nation's top green colleges for its sustainability-related policies, practices, and programs in 2022 by the Princeton Review. Campus-wide efforts include the campus Sustainability Taskforce, which is co-chaired by a faculty representative and the Office of Energy and Sustainability. In 2019 the campus established a sustainability general education pathway in addition to other sustainability course offerings to ensure that sustainability is incorporated throughout the academic curriculum. Sustainability continues to be a core value of the institution and a focus of campus Strategic Planning efforts.



THE UNIVERSITY (CONT.)

STRATEGIC PLANNING

The University has embarked upon a new strategic plan (2023-2028), informed by the [CSU Graduation Initiative 2025](#) (GI 2025), strategic enrollment planning and the [Diversity/Equity/Inclusion Plan](#). The planning process includes broad-based campus consultation. The Provost's office plays a leading role in all planning processes, with the Vice Provost for Academic Programs co-chairing the planning and implementation teams. The new 2023-2028 strategic plan is available at this [site](#).

FINANCES AND BUDGET

The all-university budget is comprised of state operating funds (general fund, tuition, fee revenue, lottery, cost recovery), as well as auxiliary and enterprise (self-support) revenue. For the fiscal year 2022-23, the total university-wide revenue was \$342.7 million. State-side operating funds totaled \$279.5 million. Auxiliary and enterprise revenue was budgeted at \$63.7 million. Additionally, the current value of CSUSB's endowment was \$45.2 million as of December 31, 2022. For 23/24, the CSUSB endowment will have a payout of \$1.9 million of which 45% is directed towards student scholarships and 55% supports faculty and student programmatic initiatives. A vibrant research agenda is pursued by faculty and other professionals. In 2022, CSUSB received \$51.7 million in research and grant awards. From 2017-2022, CSUSB was awarded more than \$185 million in external grants and contracts to support sponsored programs, including faculty and student research.

CAPITAL CAMPAIGN

As an anchor university, CSUSB inspires the region's expansive pool of talented individuals to fulfill their dreams through higher education. It is therefore essential that CSUSB reinforce its mission with the resources and investment required for world class teaching, research, and public service through a comprehensive campaign that preserves this promise for future generations.

To further build on the university's vital role in enhancing the educational, cultural, and economic development of the region, CSUSB launched a \$200 million fundraising initiative (2022), the most ambitious fundraising campaign in the University's history. Our Defining Moment: The Campaign for CSUSB will seek support from a variety of investors: alumni, friends, corporate and foundation partners, as well as government agencies and tribal nations.

Additional information about the University may be found at www.csusb.edu.

UNIVERSITY VISION, MISSION, VALUES

VISION STATEMENT

CSUSB aspires to be a model for transforming lives.

MISSION STATEMENT

CSUSB ensures student learning and success, conducts research, scholarly and creative activities, and is actively engaged in the vitality of our region. We cultivate the professional, ethical, and intellectual development of our students, faculty and staff so they thrive and contribute to a globally connected society.

CORE VALUES

As a university community, these core values are the driving force that moves us to accomplish our mission and goals:

INCLUSIVITY

We affirm and are committed to the value of all kinds of differences among students, faculty and staff. Inclusivity that is broad and deep makes us a healthier and more productive organization and builds a culture that fosters engagement and diverse perspectives.

INNOVATION

We support and believe in an innovative culture and attitude that fosters the creative and deliberate application of teaching, research, scholarship and service for effective education.

INTEGRITY

We affirm and are committed to the truth. We demonstrate our integrity by being ethical, matching what we say with what we do, and by ultimately taking responsibility for our actions.

RESPECT

We believe in and are committed to the virtue of respect and will treat everyone with courtesy and kindness.

SOCIAL JUSTICE AND EQUITY

We believe in, affirm, and are committed to the equal value and dignity of all people. Fairness and equity are more than equality. We actively seek to eliminate barriers for those who are disadvantaged and disempowered so they may participate fully in university life.

SUSTAINABILITY

We affirm and are committed to the sustainability of our university by forward thinking, learning from both successes and mistakes, being proactive in moving our university forward, and by providing opportunities for continued growth and development.

TRANSPARENCY

We affirm and are committed to the importance of transparency both internally and externally. We believe in honesty and openness in our decisions and processes, subject to legal and ethical confidentiality. Understanding we are a public institution, we are also up front and open to the community and residents that we serve about the decisions we make and the actions we take.

WELLNESS AND SAFETY

We affirm and are committed to protecting and enhancing the health, wellness and safety of ourselves, our colleagues, our students and our stakeholders. We believe a healthy university is one in which there is collegial collaboration and uses continuous improvement processes that ensure a safe and healthy workplace for all.



STUDENTS

CSUSB reflects the dynamic diversity of the region and has the most diverse student population of any university in the Inland Empire, with 74% members of underrepresented groups, 80% first-generation students, and 56% Pell eligible. CSUSB has the second highest African American and Hispanic enrollments in the CSU system. Most students (86%) come from the Inland Empire counties of San Bernardino and Riverside, eight percent from other California counties, five percent from other countries, and less than one percent from out-of-state. Unique within the CSU and enrollment trends nationally, CSUSB attracts higher numbers of transfer than first year students as new enrollees each year.

CSUSB strives to provide students with opportunities to learn and connect with others outside the classroom. Abundant co-curricular activities are supported. Most students live off-campus, with the on-campus population of 1,500 residing in four different villages that offer a variety of traditional and apartment-style living. CSUSB has a strong community engagement and service program with students, faculty, and staff providing thousands of hours of volunteer service to the Inland Empire and Coachella Valley communities annually.

The school mascot is Cody the Coyote. The Coyotes (or Yotes) compete in the California Collegiate Athletic Association—the preeminent Division II athletic conference in the country. There are 10 teams (four men's and six women's). The women's volleyball team is consistently ranked among the nation's top programs and won the NCAA Division II national championship in 2019. During the 2022-2023 season, the men's basketball team advanced to the Division II 'Final Four', and the baseball, softball, and men's golf teams all made NCAA tournament appearances.

Graduate and undergraduate students are encouraged to engage in project-based learning and mentoring from top faculty. A strong undergraduate research program sends students to state and national research conferences. The university can boast of an award-winning Model UN program. Both undergraduate research competition and the UN program are faculty-led endeavors. Faculty are proud of their work with and for students and innovate to support student success utilizing institutional and grant resources.



THE COMMUNITY

The Inland Empire is a vast and culturally rich region spanning 27,000 square miles with a population of 4.5 million residents. Located equidistant between Los Angeles (60 miles east of LA) and the Palm Springs area and set at the foothills of the beautiful San Bernardino Mountains, CSUSB is conveniently situated in the region of California known as the Inland Empire—the fastest growing region in California. Shopping, entertainment, sports, and dining are within local distance, and the campus is very close to Los Angeles, Orange County, and Southern California's beaches. The area is filled with major shopping malls, shows, amusement parks, and sporting events, and is minutes from mountain and desert relaxation.

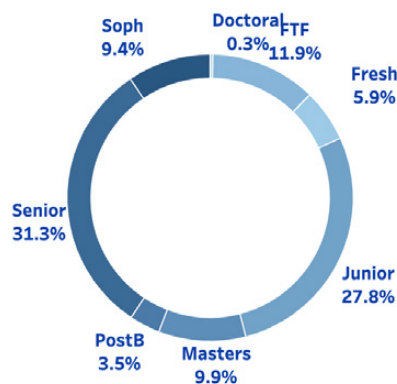
San Bernardino has a wide variety of recreational attractions. From playing golf at one of the city's many public and private golf courses, to a 30- to 60-minute drive to the mountains, skiing, deserts, beaches, resorts, and world-class cultural and sporting events. San Bernardino is home to the Inland Empire 66ers, a minor-league baseball team that in 2006 became part of the Los Angeles Angels organization. It is also home to the California Theater, opened in 1928, which serves as a venue for star-studded Broadway plays and musicals as well as concerts performed by the San Bernardino Symphony Orchestra.

QUICK FACTS

Student Enrollment & FTES

Student Enrollment	FTES (Full Time Equivalent Student)
19,467	Fall 2022 16,146
19,182	Fall 2021 16,057
19,404	Fall 2020 16,757
20,311	Fall 2019 18,319
19,973	Fall 2018 17,749
20,461	Fall 2017 17,967

Enrollment by Level



Degrees Conferred 2021-2022

Bachelor's - 3869

Master's - 788

Ed.D - 13



Enrollment by College of Major

CAL	2,802	14%
CBP	3,646	19%
CED	1,268	7%
CNS	5,818	30%
CSB	5,318	27%
CUV	610	3%

Enrollment by Race/Ethnic Group

Hispanic	66.6%
White	11.3%
Asian	5.6%
Non-Resident Foreign	5.3%
African American	5.1%
Unknown	3.3%
Two or More Races	2.5%
Native American	0.2%
Pacific Islander	0.1%

For further information, about the student population, please see [data](#) provided by the Office of Institutional Research & Analytics.



ASSOCIATE PROVOST FOR FACULTY AFFAIRS AND DEVELOPMENT

Reporting to the Provost/Vice President for Academic Affairs, the Associate Provost for Faculty Affairs and Development is a key member of the Academic Affairs leadership team and provides administrative leadership and oversight to the Office of Faculty Affairs and Development. The Associate Provost is responsible for all faculty and academic professional matters relating to personnel and provides advice to the Provost, the college deans, and the department chairs on all facets of faculty personnel administration and faculty development.

Working in a shared governance/collective bargaining environment, the APFA will work collaboratively to create development and support programs for faculty, deans, department chairs, and others. Such programs will be responsive to individuals at all stages of their careers and promote success, trust, and best practices. The Associate Provost also recommends long- and short-range plans and keeps abreast of other program planning to identify faculty personnel needs and policy implications.

The Associate Provost leads a team of support staff and serves as the campus liaison with the Chancellor's Office and other CSU campuses on faculty matters and as a member of CSUSB's Administrative Council and Academic Affairs Council. The Office of the Associate Provost facilitates the faculty recruitment and hiring processes and is the campus' lead office for ensuring CSUSB actively seeks out prospective faculty who represent the Inland Empire's rich diversity. The Associate Provost is also the administrative representative on the Faculty Affairs Committee of the Faculty Senate and liaison with the Faculty Union. An integral team member in the strategic planning process, the APFA provides insight and advocacy in the areas of diversity, tenure track faculty density, and

faculty development.

MAJOR DUTIES AND RESPONSIBILITIES

- Provide administrative leadership to the Office of Faculty Affairs and Development.
- Direct the day-to-day operations of the Office, including staff and budget.
- Oversee personnel-related matters concerning Faculty, Coaches, Librarians, and Student Support Professionals, as well as Academic Student Employees, Teaching Associates, Graduate Assistants, and Instructional Student Assistants.
- Coordinate and provide leadership for diverse faculty recruitment; management of the reappointment, promotion, and tenure process; the resolution of grievances; and the investigation of complaints and implementation of the terms of the collective bargaining agreement.
- Manage faculty evaluation processes including the reappointment, promotion, and tenure of faculty.
- Oversee orientation and training programs, the Faculty Early Retirement Program (FERP), and the Faculty Development Program.
- Supervise the maintenance of Academic Personnel records.
- Liaise and work collaboratively with the Office of Labor Relations and campus CFA leadership on bargaining, policy, and individual cases.
- Support the Provost in related areas as needed.

ASSOCIATE PROVOST FOR FACULTY AFFAIRS AND DEVELOPMENT (CONT.)

LEADERSHIP AGENDA

Faculty Development: One of the units that the APFA leads is the Faculty Center for Excellence (FCE). The FCE center brings together faculty development opportunities from across CSUSB, including those from the Teaching Resource Center, Faculty Mentoring Program, and Instructional Design and Academic Technologies units, as well as those from the Office of Academic Research, Community Engagement, and the Center for International Studies and Programs.

Recruitment and Retention: As the chief personnel officer in Academic Affairs, the APFA provides leadership for effective recruitment and retention programs in keeping with campus policies and bargaining unit requirements. Diversifying the faculty and Academic Affairs staff, ensuring high standards for search protocols, and fostering a collegial work climate are all part of a successful personnel practice.

Reappointment, Tenure, Promotion (RTP): The APFA manages the evaluation process and ensures equitable, timely, and thoughtful RTP processes for all faculty.

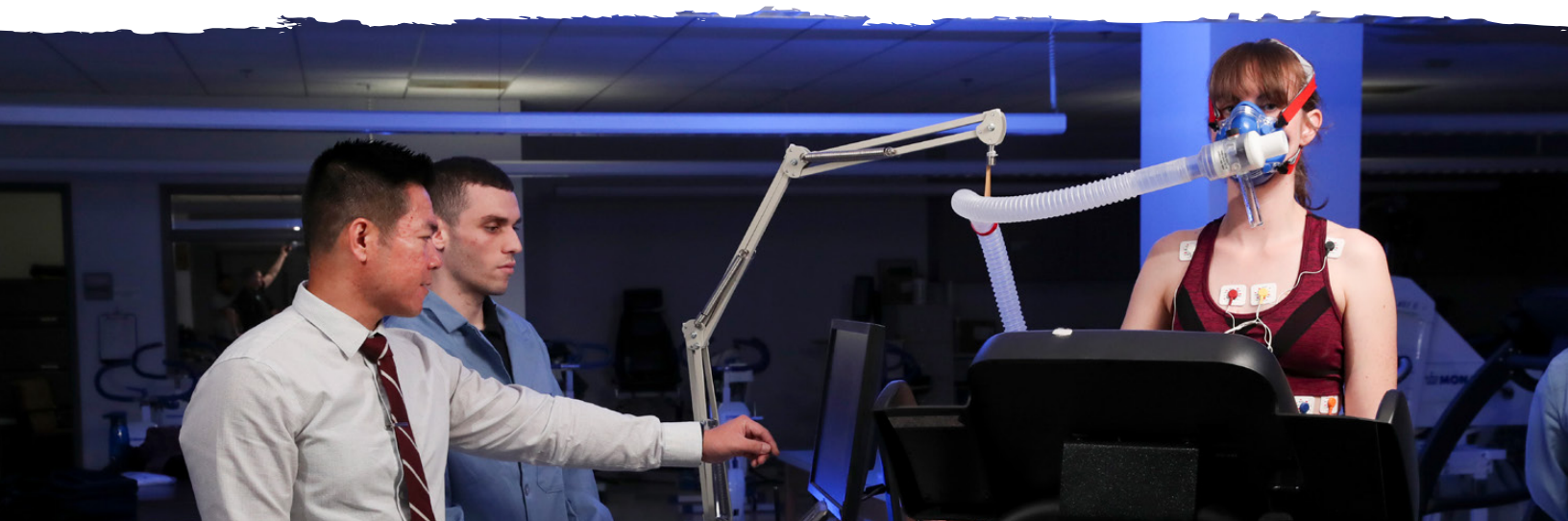
Proactive Leadership and Response to Personnel Matters: The APFA ensures compliance with the letter and spirit of the various Collective Bargaining Agreements, so far as related to Academic Affairs personnel. This means not only fostering accurate and confidential practices, but leading compliance and investigation inquiries in ways that foster trust and respect for each individual.

REQUIRED QUALIFICATIONS

- An earned doctorate or terminal degree
- A record of teaching, research/scholarly and creative activity and service sufficient to warrant a tenured appointment in one of the departments of the University
- Five years administrative experience at or above the level of department chair or equivalent
- Experience working within a collective bargaining environment
- Demonstrated commitment to practices that foster diversity, inclusion, and equity in a university context
- Knowledge of and experience with faculty personnel policies and procedures
- Demonstrated commitment to working collaboratively with shared governance
- Strong organizational and communication skills
- Demonstrated ability to supervise and manage office personnel successfully
- Ability to operate in a trustworthy and transparent manner with all constituents

PREFERRED QUALIFICATIONS

- Experience with investigations involving sensitive faculty personnel and student matters
- Experience negotiating bargaining unit contracts
- Experience implementing effective programs that enhance overall campus climate, diversity, and retention for faculty, staff, and students
- Experience with Federal, State, and CSU system compliance and policy matters related to faculty affairs
- Ability to represent the University in public matters related to faculty affairs





APPLICATION PROCESS

The University is being assisted by Academic Search. Nominations and expressions of interest can be sent to CSUSBAPFA@academicsearch.org. Applications must be submitted electronically, and in confidence on the [CSUSB application portal](#). Applications should consist of a substantive cover letter, a resume, and a list of five professional references with full contact information. No references will be contacted without the explicit permission of the candidate.

The position is open until filled, but **only applications received by February 6, 2024, can be assured full consideration**. Confidential discussions about this opportunity may be arranged by contacting Stacey Morgan Foster, JD (stacey.foster@academicsearch.org).

Start date: Spring 2024/negotiable

COMPENSATION AND BENEFITS

Anticipated Hiring Range: \$12,500 - \$16,000 per month

Classification Salary Range: \$9,167 - \$29,425 per month

The CSU system provides a comprehensive benefit package that includes medical, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), sick and vacation time, and 14 paid holidays a year. Eligible employees are also able to participate in the fee waiver education program. A summary of benefit information can be found [here](#).

POSITION INFORMATION

Work status: Full-time/Exempt/At-Will

Schedule: Monday – Friday, 8:00 am – 5:00 pm, some nights and weekends

This is a full-time management position (Management Personnel Plan-MPP) at the Administrator IV level. MPP employees serve at the pleasure of the campus President. MPPs do not serve a probationary period and never receive permanent status.

This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

CONDITIONS OF EMPLOYMENT

Background Check: Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Mandated Reporter: The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

I-9: CSUSB hires only individuals lawfully authorized to work in the United States. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. See Form I-9 Acceptable Documents at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

COVID 19 Vaccination: CSU requires faculty, staff, and students who physically access campus facilities or programs to be fully vaccinated against COVID-19, which includes obtaining a COVID-19 booster dose, or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. See <https://calstate.policystat.com/policy/11030468/latest>.

APPLICATION PROCESS (CONT.)

STATEMENT OF COMMITMENT TO DIVERSITY

In our commitment to the furthering of knowledge and fulfilling our educational mission, California State University, San Bernardino seeks a campus climate that welcomes, celebrates, and promotes respect for the entire variety of human experience. We welcome people from all backgrounds, and we seek to include knowledge and values from many cultures in the curriculum and extra-curricular life of the campus community. We will create, promote, and maintain activities and programs that further our understanding of individual and group diversity. We will also develop and communicate policies and promote values that discourage intolerance and discrimination.

California State University, San Bernardino is proud to be an Affirmative Action/Equal Opportunity Employer. We recruit, hire, train, and administer all personnel actions without regard to race, ethnicity, religion, color, caste, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, socioeconomic status, genetic information, medical condition, disability, marital status, protected military or veteran status, or any other status protected by applicable law. This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-

year basis thereafter. (Executive Order 1096) For more information about Diversity & Inclusion at CSUSB, please visit <https://www.csusb.edu/human-resources/diversity-inclusion>.

REASONABLE ACCOMMODATION

We provide reasonable accommodations to applicants and employees with disabilities. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should contact the Office of Employee and Labor Relations by phone at (909) 537-5138 or by email at employee_relations@csusb.edu.

SMOKING

CSUSB is a smoke and tobacco-free campus. See policy at <https://calstate.policystat.com/policy/6591951/latest/>.

CLERY ACT

In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal State San Bernardino Annual Security and Fire Safety Report is available at: <https://www.csusb.edu/clery-act>.



ABOUT ACADEMIC SEARCH

Academic Search is assisting California State University, San Bernardino in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute. For more information, visit www.academicsearch.org.



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